

## A/E DIVISION

### GUIDELINES FOR REIMBURSEMENT TO AGENCIES FROM PROJECT FUNDS

#### DESIGN

Activity	Reimbursable/rate	Explanation
Program development/consultant selection/design meetings/design reviews	No	Every project requires input from and participation by the agency. While it is recognized that projects require varying levels of commitment by the agency there is no appropriation in the capital project to compensate the agency for the expenditure.
Site investigation	No	A/E typically contracts with third parties for site surveys, utility locates and soils investigations. Agency involvement is minimal; however, agencies that own utilities distribution systems must locate them for the surveyor; this is comparable to utility companies locating their utilities as required without charge.
In-house agency design services	Yes, negotiable	If a project is within MCA parameters for in house design, and an agency has the capability to provide architectural/engineering services, A/E may negotiate a fee for those services. Generally this will be considerably less than the fee anticipated for a private firm to do the work.
Meeting Facilities	Limited	The project manager will arrange meetings at locations that do not charge a fee whenever feasible. If meetings must be held at locations that charge a fee (student unions) the fee can be paid with project funds.
Travel	No with exceptions	Project funds are not intended for travel associated with a project. Travel costs for project committee members appointed by the legislature are sometimes included in the project appropriation.
Printing	Limited	Major document production may be reimbursed if approved by the project manager in advance. Minor document reproduction will not be compensated.

Clerical services	No	Agency clerical services are considered to be provided at discretion of the agency and will not be reimbursed.
Keys, badges and access assistance	No	Incidentals provided to A/E or the consultant's team are the agency's responsibility.

BIDDING (Refer to DESIGN guidelines except as noted below)

Activity	Reimbursable/rate	Explanation
Attending the pre-bid walk thru	No	When the nature of the project requires a walk thru the agency is expected to participate without compensation.
Attending bid opening	No	This is discretionary by the agency.
Negotiating bids that are over budget or resolving budget overruns	No	Budget issues need to be resolved with agency input; participation is expected the same as resolving design issues.

CONSTRUCTION (Refer to DESIGN guidelines except as noted below)

Activity	Reimbursable/rate	Explanation
Attending pre-construction conferences, partnering sessions, construction meetings, closeout inspections and warrantee inspections	No	When the nature of the project requires participation by the agency during construction the agency is expected to be involved without compensation.
Developing/conducting contractor training sessions	No	Some projects require the contractor and tradesmen to attend training programs focusing on campus policies; these are the agency's' responsibility.
Coordinating contractors work with agency staff/operations	No	When the nature of the project requires participation by the agency during construction the agency is expected to be involved without compensation.
Utility Locates	No	Agencies that own utilities distribution systems must locate them for the surveyor; this is comparable to utility companies locating their utilities as required without charge. Locates of utilities owned by others

		are provided by those utilities.
Providing construction labor and/or material directly related to the project	Yes, as agreed by the project manager (lump sum or L&M)	The project manager may authorize the agency to do work if it is work directly related to the project that is limited in scope and it is more cost effective for the agency to perform the work than the contractor.
Providing security (safety) related to the project	No	Security on the site is the contractor's responsibility; security on the campus is the agency's responsibility; the need for increased campus security generated by the project is the agency's responsibility.
Assisting the contractor	Limited, as agreed by the project manager (lump sum or L&M)	If the nature of the project requires special services by the agency's trades' people in order for the contractor to perform his work, those services may be paid by through the project budget. Services that are preformed for the agency's convenience, and that are typically performed by the contractor will not be reimbursed.
Hazardous material remediation	Yes, as agreed by the project manager (lump sum or L&M)	The project manager may authorize the agency to do the work if it is directly related to the project, the agency has the trained personnel to perform the work, and it is determined to be more cost effective for the agency to perform the work than the contractor.
Agency project oversight/inspection	No	A/E contracts for project oversight; additional agency inspection is discretionary and will not be paid from the project budget.
Furnishings and equipment	Yes	Construction costs include F/E; as funds allow we will purchase new (including agency term contracts) furnishings and equipment. Operational equipment and supplies are not legitimate capitol expenditures and must be funded through your operating budget.
Participating in %for art program	No	The arts council administers the program.
Agency provided signage	Yes under certain conditions	A/E may reimburse an agency's sign shop to provide signage to maintain uniformity with campus standards if costs are competitive, coordinate with project manager.
Attending commissioning, training, and similar activities	No	When the nature of the project requires participation by the agency it is provided for their benefit and they are expected to participate without compensation.

Installing phone/data systems	Yes	If the agency has its own IT division we may choose to contract directly for installation of the passive phone systems provided the scope meets MCA parameters. Active systems should be budgeted through your operating budget. (1)
Relocation	Yes	Costs for relocations included in the original appropriation and directly attributable to the project can be paid by the project budget either to a private mover or the agency at the project manager's discretion.
Utilities	No	Utilities during construction generally are the responsibility of the contractor. The agency may choose to provide the project utilities at no charge or provide the contractor utilities at a set rate, which must be identified in the bid documents.

- (1) Passive systems include building service, patch panels, equipment racks, building wiring and jacks. Active systems include hubs, routers, media access units, telephone switches, computers, faxes, and phone handsets.